Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor: MAST International
Region/Locality: Southside
Period: March, 2003

Activity Report						
Task	Locality	% Complete	Total Hours	Hours this period	Comments	
Active Tasks						
(7)Preparation of draft for mtg. W/Sheriff&E-911	Amelia		8	2.75	Current Status and funding for PSAP	
(7)Regional Mtg. Agenda/info from meeting	Amelia			0.5	Reviewed w/Sgt. Almarode	
(8)Map Alltel tower info	Amelia		9.25	0.5		
(8)Prepare County map w/Tower info	Amelia			2	Complete map showing all tower info	
(10)Status Report for Amelia Board	Amelia		16.75	7.5	Copy delivered to Sgt. Almarode	
(10)Resolve WSP/LEC delays Plan of Action	Amelia			3.25	Resolution dates established	
(10)Mtg. W/Sheriff Weaver & Sgt. Almarode	Amelia			2.25	Reviewed Phase I status	
(10)Reviewed Voice logging equipment	Amelia			0.5	Voice Print being used successfully	
(10)Addressing for County is inadequate/incorrect	Amelia			1	Spoke to Steve Marzolf/Sgt. Almarode	
(4)Update on wireless call percentage	Brunswick		2.25	0.25	Spoke to Shirley Boardnax	
(5)Follow-up on CPE contract status	Brunswick		6.5	1.25	Tom Griffith/Verizon County Attorney	
(8)Update cell tower info	Brunswick		15.75	1.5	Info from TCS/Sprint	
(10)Work through installation delays	Brunswick		18.5	4.75	On-site and Plan of Action developed	
(10)Status updates T-Mobile/Alltel	Brunswick			0.75	Correspondence/phone follow-ups	
(10)Resolve call accounting issues	Brunswick			0.75	Contacted PSAP Shirley Broadnax	
(8)Cell tower update	Charlotte		5.5	0.25	Contacted Lisa Meyers	
(10)Update on deployment/testing/Plan of Action	Charlotte		9.25	1.75	Contacted Lisa Meyers ref US Cellular/TCS	
(5)Review contract/agreements for CPE	Cumberland		14.75	3.5	Contact PSAP/Kelly Curd, Sprint	
(7)Prepare for mtg. W/ County Administration	Cumberland		4.5	1.5	Contract/CPE staus/installation	
(8)Review /map data for Verizon/US Cellular	Cumberland		5	1.5	Povided info to Paula Ellison	
(9)Mtg w/County Administrator	Cumberland		3.25	3.25	Staus report/Installation of wireless trnks 4/8/03	
(13)Scheduled Training for E-911 Coordinator	Cumberland		1	1	Reviewed trng and established needs	
(3)WSP letters rescinding request	Dinwiddie		3	2.5	Letters sent to Denise Absher for review	
(8)Request Boundary Verification/Inventory Packet	Dinwiddie		6.75	0.5	Contacted Denise Absher/Kelly Davis	

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(10)Extension request Phase I for County	Dinwiddie	1.25	1	Reviewed status Denise Absher/Mel Sheridan
(10)Contacted Marilyn H./Nextel	Dinwiddie		0.25	Ref status and request for service
(8)Cell tower update info	Farmville	0.5	0.5	Contacted Sgt. Wood w/update
(1)Notified that construction RFP released	Halifax	6.75	0.75	Reviewed with Allen Bober
(5)Review and track Non-disclousure info	Halifax	4	3	Documents reviewed/follow-up drafted
(8)Contacted PSAP/Alltel ref. Cell data	Halifax	0.25	0.25	Alltel needed non-disclosure signed
(10)Review Plan of Action for schedule dates	Halifax	3.25	2.25	Board selected contractor/Begin 4/7
(8)Create map w/ cell tower info updates	Lunenburg	3.75	2	Input from Alltel/Sprint
(14)Coordinate testing/cutover w/Alltel	Lunenburg	34.5	4.25	Issues resolved by updating software
(5)Verizon LOA correspondence	Mecklenburg	4.75	0.25	Paul Fleshood/Verizon fax response
(8)Verify/update tower location information	Mecklenburg	5	2.75	Bryce Shulty/Mark Simonton/Linda Cage
(9)Current delays w/Buggs Island	Mecklenburg	17.25	0.5	Emmy Isabell/Sprint ref Trunk issues
(10)Conference call ref delays/implementation CPE	Mecklenburg	8.75	1.25	Paul Fleshood&Walt Meier/Verizon
(10)On-site w/Linda Cage PSAP status/delays	Mecklenburg		1	Review of new installation dates
(1)Prepare report pkg. for E-911 Committee on CPE	Nottoway	39.75	10.75	Upgrade CPE from Liberty System
(8)Logged Sprint tower info	Nottoway	4.25	0.5	Updated information
(8)Letter to Gloria Gray ref call routing form	Nottoway		0.5	Form to be reviewed/completed
(10)PSAP readiness status	Nottoway	8	0.75	Contacted Aston Cole/Emmy Isabell
(3)Research and write WSP extension Letters	Region	33.5	3.25	Updated request letters
(4)Research Grant funding opportunities for PSAPs	Region	172.25	4	Funding for CPE upgrades/back-up PSAP
(7)Request contact information Kelly Davis/Intrado	Region	156.5	0.25	Added to PSAP updates
(7)Develop & send agenda for Regional Mtg.	Region		1.5	All PSAPs sent info.
(8)Correct/verify/research/map tower info pkg.for mtg.	Region	214.5	76.5	Contacted PSAPs/WSPs for info
(10)Update PSAP books w/ current status	Region	253.75	2.25	Entered new info into books/schedule calendars
(10)Correspondence/TC/email on delays/solutions	Region		4	PSAPs/WSP/LEC contacted
(10)Coordinate Plan of Action mtg. W/TCS	Region		1.25	Advise of need for solutions
(10)Set dates/times for status calls&preparation	Region		8	WSP/LEC/PSAPs
(10)Status calls WSP/Third Parties/PSAPs	Region		12	WSP/LEC/PSAPs
(10)Develop Plan of Action to address delays	Region		8.75	To be presented to PSAPs April mtg.
(10)Follow-up on correspondence on status calls	Region		6	WSP/LEC/PSAP tasking of details for completion
(10)Review CMRS and update pending files	Region		3.5	Update all PSAPs/WSP statuses
(10)Review status of region w/Aston Cole TCS	Region		2	Advised of Plan of Action to address issues
(10)L.Fleck/Aston Cole/Steve Marzolf calls	Region		1.5	TCS notified of call routing plan for region
(10)Review Phase I implementation status	Region		4.5	Adjust schedule/id delays/solutions
(11)Review agenda and materials for regional mtg.	Region	273.25	1	

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(11)Regional meeting	Region		6	Amelia/Farmville/Charlotte not present
(11)Publish Newsletter	Region		3.5	March issue of newsletter
(11)Update PSAP contact information	Region		1.5	New numbers/persons added
(11)Disseminate reg. updates/responses/solutions	Region		5.5	To all PSAPs regarding issues from Regional mtg.
(11)Develop schedule for on-sites for April	Region		2.25	Will present at Regional Mtg. 04/03
(11)Update PSAP true-up folders	Region		2.5	Added to PSAP Quick Reference
(11)Sent regional mtg. Pkgs.	Region		0.5	Amelia/Farmville/Charlotte
(11)Draft emergency notification procedures	Region		1.25	Will review w/ PSAPs
(11)Advise PSAPs of VENA/APCO conference	Region		0.75	Furnished info on conference
(12)E-mail Public Education Questionaires to PSAP	Region	133.25	0.25	Requested they complete/mail
(12)Prepare report of direct issues	Region		4.75	WSP/LEC/3rd Party providers
(12)Monthly DIT report	Region		15.25	E-mailed to State & PSAPs
(12)Review draft of Best Practices from State	Region		2.5	Note possible impact
(13)Draft of procedural training manual for PSAPs	Region	40.25	37.25	Forms/procedures/contact lists for implementation tasks
(14)Review cutover plan for region	Region	37.25	1.75	Adjust where required
(14)Review testing issues	Region		3.25	Attempt to standarize/format agreement
(14)Ntelos briefing /drive test plan	Region		2	
(15)Update true-up information for all PSAPs	Region	4.5	1.5	Copies payments/invoices
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Issues of Importance					
Issue	Actions Proposed to Resolve Issue	Comments			
Router issues Verizon Buggs Island	Review w/Verizon determine solutions	Verizon working on solution			
Halifax new facility construction	Board approval	Selected Construction company			
Routing/msag data PSAPs	Resolve at 4/11 meeting/notify WSPs of corrections				

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CPE implementation delays Brunswick/Mecklengurg	TWORK WITH PSAP/LEC TO resolve	New dates requested for implementation resolution
Nottoway CPE upgrade	Board approval required	